

Stage 1 - Initial Sift Criteria		Score	Comments
1	Unqualified acceptance of: The Planning Inspectorate's Conditions of Contract Annex A including all associated Schedules: Schedule 1: Fees and Expenses Schedule 2: GDPR Schedule of Processing Schedule 3: Key Performance Indicators Schedule 4: Security		
2	Education Educated to degree level or equivalent		
3	Professional Membership Relevant membership of a professional body (see Annex B)		
4	Experience - Capability Lots 1-5 - At least 5 years post graduate experience demonstrating an accomplished capability in planning or other relevant profession such as Architect or Lawyer. Lot 6 - At least 5 years working in arboriculture with a recognised Arboricultural qualification at technician level or above.		
5	Experience - General Lots 1 - 6 Experience demonstrating the application of relevant planning law and town and country planning policy and principles. You should ensure that your response covers the specific skills and experience required in paragraph 18 of the Invitation to Tender. Specific knowledge and understanding will be further tested at Stage 2.		
6	Experience - Specialist Lot 3 (if applicable) Five or more years of working as an enforcement planner or solicitor or a demonstrable track record in dealing with planning related enforcement matters. The following criteria would also be desirable and will be used to rank tenders <ul style="list-style-type: none"> · Evidence of continuous professional development in s174 work · A qualification in a legal profession 		
7	Experience - Specialist Lot 4 (if applicable) Five or more years of working as a senior or principal planner or solicitor or a demonstrable track record in dealing with a wide range of s78 planning applications and/or appeals. The following criteria would be desirable and will be used to rank tenders: <ul style="list-style-type: none"> · A qualification in the legal profession 		
8	Experience - Specialist Lot 5 (if applicable) Three or more years of working as a heritage specialist. The following criteria is desirable and will be used to rank tenders: <ul style="list-style-type: none"> · A recognised qualification in historic environment conservation; · Evidence of continuous professional development in historic environment conservation; · Full/associate membership of the Institute of Historic Building Conservation; 		
9	Experience - Specialist Lot 6 (if applicable) Five or more years' experience of undertaking visual tree assessments and making and writing management recommendations. The following criteria is desirable and will be used to rank tenders: <ul style="list-style-type: none"> · Membership of an appropriate professional body, Technician or above (see Annex B). · Evidence of continuous professional development in arboriculture. 		
Total score Note - a minimum of 3 out of 5 for each relevant criteria must be reached to progress to Stage 2		0	

Scoring Guidance	Additional Information
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5 - Exceptional 4 - Above expectations 3 - Meets expectations 2 - Below expectations 1 - Well below expectations 0 - No evidence	Stage 1 - Initial sift, criteria 1-4 can only be scored 5 for yes or 0 for no
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